



DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**INFORMATION TECHNOLOGY ANALYST 3**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list and lateral transfers

**Location:** 460 Capitol Ave., Hartford

**Job Posting No:** 15350

**Hours:** Monday-Friday (8:00am – 4:00pm)

**Salary:** \$74,183–\$95,302 (EU-30) \*employees new to state service typically start at bottom of range

**Closing Date:** May 12, 2014

**Eligibility Requirement:**

Candidates must have passed the **Information Technology Analyst 3** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:**

- Plan, organize, manage and successfully complete complex projects
- Plan migrations, conversions, imaging, applications development, and 3rd party software implementations
- Decipher key project objectives and identify capabilities to bridge solutions with new technologies
- Provide organizational leadership, staff management, and effectively manage diverse project teams
- Perform tasks related to systems analysis, design, and development and SDM
- Collaborate and cooperate with intra agency, interagency and vendor staff to coordinate and accomplish project objectives
- Successfully manage multiple concurrent projects
- Develop technical and user documentation, including training materials
- Administration and maintenance of development SharePoint server
- SharePoint Site Collection administration, design and development including Site Branding
- Assign and maintain Active Directory and SharePoint permissions for all Sites, Lists, and Libraries
- Work with business users to develop SharePoint solutions including simple to complex workflows, forms, sites, lists, and libraries
- Develop policy, procedures, and process improvement recommendations
- Provide Support for 3rd party software solutions
- Responsible for oversight of IT asset inventory tracking including hardware and software licensing
- Perform related duties as required.

**General Experience:** Seven (7) years of experience in information technology (IT) operations, programming, systems/software development or another IT related field.

**Special Experience:** One (1) year of the General Experience must have been at the full professional working level with responsibility for performing a full range of complex technical support functions in one of the following areas:

1. Assisting in the design, implementation and management of a major communications network.
2. Providing technical and administrative support for a wide area network (WAN) or mini-computer system.
3. Assisting in the installation and maintenance of major sub-systems or installing and maintaining other host and/or network software.
4. Participating in the design and development of system applications.
5. Serving as a project coordinator responsible for coordinating the design, development, programming and implementation of moderately complex information systems projects.

NOTE: For state employees this is interpreted at the level of Information Technology Analyst 2.

**Preferred Skills & Experience:**

- Capable in sound decision-making, problem solving, and addressing process improvement areas
- Considerable knowledge in computer operations, installations, configurations, networks, network administration, security, programming, and troubleshooting
- Proficiency in Microsoft SharePoint and SharePoint Designer 2010
- Proficiency in web design

- Proficiency in Microsoft Office 2010
- Working knowledge of Visual Studio 2013
- Working knowledge of JavaScript, jQuery, C#, HTML, and CSS

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Send application materials to:**

**Department of Developmental Services — Central Office**  
**460 Capitol Avenue**  
**Hartford, CT 06106**  
**Attn: Ms. Daimar Ramos**  
**Email: [DDS.CO.Recruiting@ct.gov](mailto:DDS.CO.Recruiting@ct.gov) Phone: 860-418-6121 Fax: 860-920-3045**

[Application materials can be mailed, faxed, or emailed.](#)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.